

DATE

TRANSMITTAL SLIP

TO:

Mr. Louis Marengo

ROOM NO.

BUILDING

REMARKS:

*a little prep Talk
on The Guide lines.*

FROM:

ROOM NO.

BUILDING

EXTENSION

~~SECRET~~

17 JAN 1962

233

16 January 1962

MEMORANDUM TO: C/CA

ATTENTION:

SUBJECT: More on Guideline Papers

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1. In a memorandum from George McGhee to Assistant Secretaries dated 10 January, he urges renewed attention to the guideline papers. The memorandum states, "the measure of a good guideline paper is the extent to which it represents the best thought out policies of which the Department is capable." It adds, "The primary responsibility for the preparation of these papers, which falls to the regional Assistant Secretaries, includes the continuing close collaboration with all interested segments of the Executive Branch in and outside of the Department."

2. Mr. McGhee has assigned to have "operating responsibility for the Policy and Operational Guide Lines in my office."

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3. Until further notice, however, any communications about the guideline papers should continue to be addressed to of the Secretariat.

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cc:

- 2 - C/CA
- 1 - BDI
- 2 - DDP (Files)
- 1 - Chrene

~~SECRET~~